United Nations ST/CS/SER.A/38

Secretariat
Editorial Directive

19 June 1995

Subject: **Preparation of electronic versions of manuscripts**
of United Nations documents for processing
by Conference Services

1. With the widespread use of office automation equipment in the Organization, manuscripts of United Nations documents are normally prepared on text processors. Author departments are therefore requested to submit the electronic version of manuscripts for processing by Conference Services. This instruction establishes rules to be followed during the preparation of manuscripts with text processors so that they are uniform in presentation and meet United Nations standards of quality. The hard copy of all texts is the authentic copy. Documents Control should therefore continue to receive hard copies of all texts submitted.

2. It must be emphasized that these rules apply only to the preparation of manuscripts by author departments for submission to Conference Services (CS) for processing. The rules do not apply to the final formatting of documents, which is still governed by United Nations practices and policies, as set out in the *United Nations Editorial Manual*. The rules are subject to updating as text processing technology develops.

3. In order to facilitate the work and accelerate production of the text-processing and copy-preparation areas in CS, the formatting codes used in preparing texts for submission should be as basic as possible and limited to the necessary minimum. A rule of thumb is "When in doubt, don't," since unnecessary formatting often complicates and duplicates work efforts. All formatting codes required for preparing documents for processing will be added by the CS offices responsible for document processing.

4. The guidelines for preparing electronic text are set out below:

(*a*) All texts to be processed by CS should be prepared and submitted in electronic form, on a 3.5-inch diskette, using the standard word-processing application WordPerfect 5.1 for DOS (hereinafter referred to as WordPerfect). A printout of the text files contained on the diskette must accompany it. The electronic text should be identical in content to the printed version.

(*b*) If an author or author department is unable to submit an original WordPerfect file, the original file with a WordPerfect or ASCII conversion should be submitted. In addition, information indicating the electronic format and the software application used for the electronic text should accompany the original file.

(*c*) Only one document manuscript (electronic text) should be filed on a single submitted diskette. In addition, the diskette should be properly labeled and identified. If the electronic text exceeds the storage capacity of the diskette, the electronic text should be divided into smaller units. If the electronic text contains previously translated material, that material should also be clearly identified.

(*d*) A clean hard copy of texts that contain material for which no electronic version is available (with mathematical formulae, scientific symbols or special characters) should also be submitted.

(*e*) United Nations standard manuscript page size is standard US Letter (8.5 x 11 in., or 215.9 x 279.4 mm) and European A4 Letter (210 x 295 mm). Margin widths are 1 in. (25.4 mm) on all sides.

(*f*) The standard type size used in preparing electronic text is 12 point. The type style should be roman and underlined roman only. No italics or bold italics should be used.

(*g*) The standard line spacing used in preparing electronic text is double (2.0).

(*h*) Electronic text of titles, subtitles, headings and subheadings should be typed in upper and lower case style only.

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(*i*) Hyphenation should not be used in preparing electronic text (Hyphenation Off).

(*j*) Only a single space should be used between sentences, after closing punctuation, colons or semicolons.

(*k*) Hard spaces should be used for punctuation, quotation marks, units of currency and name initials.

(*l*) The automatic Paragraph Numbering Function of WordPerfect should be used for the body text of the manuscript.

(*m*) As a rule, all notes to the main text should be prepared as endnotes. However, the automatic Endnote Function of WordPerfect should not be used. When footnotes are called for, the automatic Footnote Function of WordPerfect should be used.

(*n*) In lists where hyphens are used to highlight or check individual items, a hard space should be used after the hyphen.

(*o*) Page numbers should be generated through the Header Function of WordPerfect. No manual pagination should be used.

(*p*) No special format should be applied to quotation matter in the manuscript.

(*q*) Letters l (el) and o (oh) should not be used as substitutes for figures 1 (one) and 0 (zero).

(*r*) In preparing tabular matter, the automatic Table Function of WordPerfect should be used as a default format. The table layout should be kept as simple as possible. Tabs, not spaces, should be used in all cases. Shading should never be used in table formatting.

(*s*) No special format should be applied to the text of bibliographies. Bibliographies should be set normal paragraph style (with automatic Paragraph Numbering Function suppressed), with underlined roman text where necessary. This applies as well to bibliographic references.

(*t*) In preparing indexes or tables of contents the automatic Index Function or Table of Contents Function of WordPerfect should not be used to generate these items.

(*u*) When figures or captions are submitted, they should be run consecutively. An identifying line in the electronic text should indicate its placement within the text. Each of these items should appear on a separate file and properly identified.